



DEVELOPMENT PERMIT COMPLETION Checklist

PROJECT INFORMATION

APPLICANT NAME:

APPLICANT MAILING ADDRESS:

PROPERTY OWNER:

PROPERTY OWNER MAILING ADDRESS:

PROJECT ADDRESS:

DEVELOPMENT PERMIT FINAL REVIEW	Cost Estimate	Completed	Date	Initials
Form and Character				
Engineering Requirements				
Signage				
Site Requirements				
• Parking				
• Public Art				
• Fencing/ Screening				
• Bike Racks				
• Trash Receptacles				
• Benches				
• Lighting				
Hard Landscaping				
• Paving				
• Sprinklers				
• Retaining Walls				
• Drainage				
• Steps/ Sidewalks				
• Pavers/ Stamping				
Soft Landscaping				
Planted Material				
Total Deposit	Estimate	Security		
Total Return Note: release letter of credit, owner will submit cheque for holdback amount				
Holdback (25% cost of landscaping) Commencement Date:				

APPROVALS

_____ Date _____ Planner

_____ Date _____ Chief Administrative Officer (if required)

OFFICE USE

Date Submitted:

File No.: